



One state. One system.

# Department Change Impacts Workshop

SCO/STO Integrated Solution

March 25, 2019 Release



# Agenda

- SCO/STO March Release Overview
  - Key Terms
- Impacted User Roles
- Impacted Business Processes
  - SCO Legacy Transactions Interface
  - CalATERS Expenditure Reclassification
  - Payroll Accounts Receivables Automation
  - Offsets
  - CTS Bank Accounts Reconciliation
- Next Steps
  - Tasks
  - Upcoming Town Halls

# SCO/STO March Release Overview

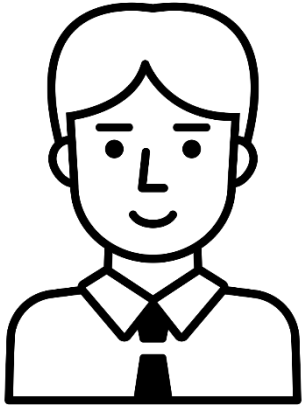
M3 March Release Go Live – March 25, 2019	
Module	Business Process
GL	SCO Legacy Transactions Interface
AP / AR	Payment Processing: CalATERS
AR	Payroll Accounts Receivable
AR	Offsets
CM	CTS Bank Accounts/Reconciliation

# Impacted User Roles

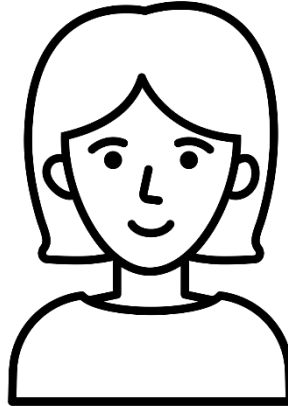
Accounts Payable (AP)

Accounts Receivable (AR)

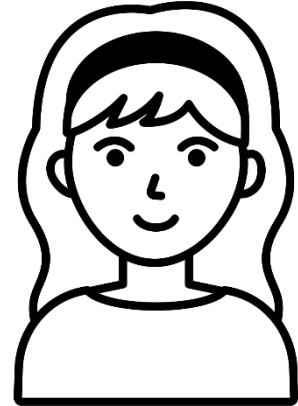
General Ledger (GL)



AP Processor  
AP Approver



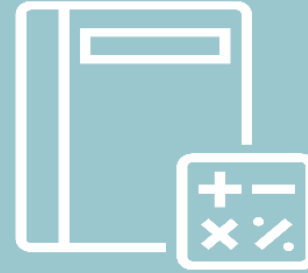
AR Payment Processor  
BI/AR Approver



GL Processor  
GL Approver

If needed, departments can update their user roles using ISS.

# SCO Legacy Transactions Interface



FI\$Cal departments no longer need to create *Catch Up/SCO Initiated* journals in FI\$Cal for journals with transaction codes 35, 37, 38. These journals will interface to FI\$Cal from SCO Legacy.

- 35 – Same Fund General Journal
- 37 – Payroll Revolving Fund Transfer
- 38 – Different Funds Cash Transfer

To record an interfaced transaction to a lower level of accounting detail, departments will need to reclassify in FI\$Cal.

# Existing FI\$Cal Interfaces to SCO Legacy

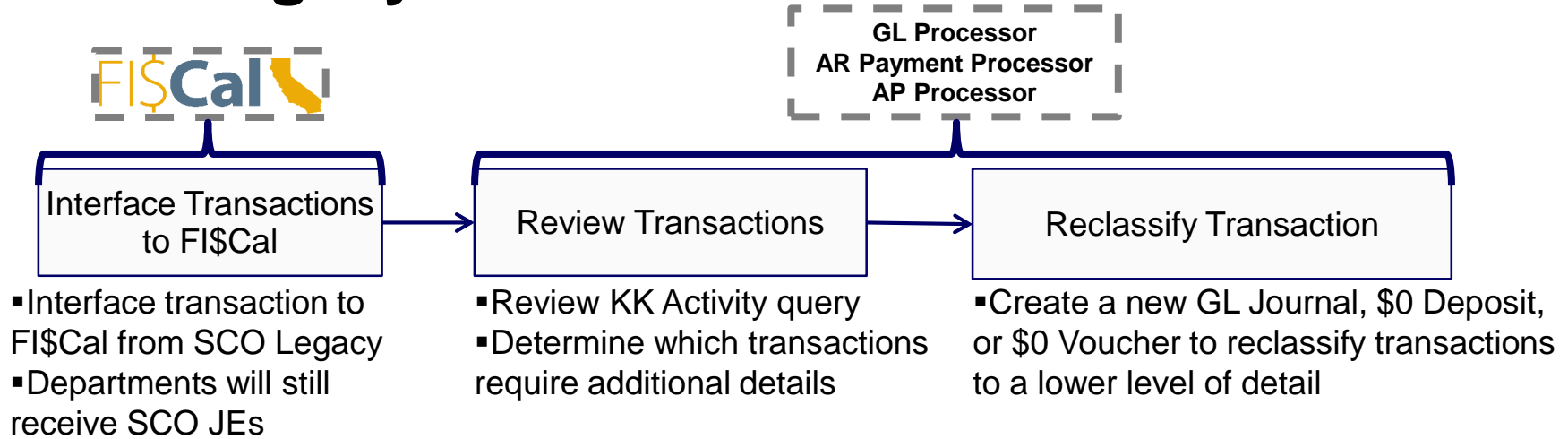
(October and December Releases)

Outbound Interface	Transaction Code	Purpose
INFAR029	47	Remittance from CTS Account to State Fund (previously eFITS)
INFAR033	35	Remittance Advice Correction
INFAR034	38	
INFAP041	35, 38	Correction to a Voucher (i.e. Journal Voucher)
INFG132	35	GL Journals using SCO Transaction Types that workflow to SCO
INFG133	38	

## Reminder!

- Departments are required to initiate transactions in FI\$Cal if possible
- Paper Transaction Requests should only be sent to SCO for exception cases

# SCO Legacy Transaction Interface



## Key Change Impacts

- Legacy transactions with codes 35, 37, 38 will now automatically interface to FI\$Cal\*
- Departments should not create catch up entries to avoid duplicate entries, including CLO transactions
- The SCO Legacy Transaction interface excludes any transactions that originated in FI\$Cal and interfaced to SCO Legacy

\* When used in exception situations, Paper or eFITS TC-47 will interface into AR for FI\$Cal Departments and would need to be reclassified

# Interfaced Journals show in KK Activity Query

ZZ\_KK\_ACTIVITY\_INCL\_PCINFO

\*Business Unit 0855

\*Year 2018

\*From\_Period 6

\*To\_Period 6

\*Fund (or % for All) %

\*Program (or % for All) %

\*Approp Ref (or % for All) %

\*ENY-From 2018

\*ENY-To 2018

\*Rptg Structure (or % for All) %

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1049 kb)

View All

*Query navigation:*

*Reporting Tools > Query > Query Viewer*

	Unit	Ledger	Year	Period	PO No.	Voucher	Supplier	Deposit ID	Item ID	Journal ID	Account	ENY	Approp Ref	Fund	Program	Rptg Structure	Amount	Budget Period	Affiliate	Entry Type	Acctg Date	Unit	Customer	Item	Invoice	Line	Sequence	Date	Commitment Cont	Sec
1	0855	C_DTL_EXP	2018	6							5150400	2018	001	0367	0560	08553000	4.100	2018			12/31/2018					0	0			0
2	0855	C_DTL_EXP	2018	6							5100000	2018	001	0367	0560	08553000	4151.280	2018			12/31/2018					0	0			0
3	0855	C_DTL_EXP	2018	6							5150500	2018	001	0367	0560	08553000	246.250	2018			12/31/2018					0	0			0
4	0855	C_DTL_EXP	2018	6							5100000	2018	001	0367	0560	08555000	-1769.180	2018			12/31/2018					0	0			0
5	0855	C_DTL_EXP	2018	6							5150600	2018	001	0367	0560	08555000	-520.070	2018			12/31/2018					0	0			0
6	0855	C_DTL_EXP	2018	6							5150210	2018	001	0367	0560	08555000	1769.180	2018			12/31/2018					0	0			0
7	0855	C_DTL_EXP	2018	6							5100000	2018	001	0367	0560	08555000	2032.800	2018			12/31/2018					0	0			0
8	0855	C_DTL_EXP	2018	6							5150500	2018	001	0367	0560	08555000	126.030	2018			12/31/2018					0	0			0
9	0855	C_DTL_EXP	2018	6							5150450	2018	001	0367	0560	08555000	29.480	2018			12/31/2018					0	0			0



# CalATERS Expenditure Reclassifications



Restricted online edit access to non-appropriation values of CalATERS expenditure vouchers



Submit a journal voucher to modify COA's on a CalATERS Expenditure Voucher



Deposit CalATERS issued warrant in FI\$Cal/AR to increase ORF balance

# CalATERS ORF Warrant

**STATE OF CALIFORNIA**

FUND NO. 0942 FUND NAME SPECIAL DEPOSIT FUND

H\* THE TREASURER OF THE STATE WILL PAY OUT OF THE

MO. DAY YR.

TO: [REDACTED]

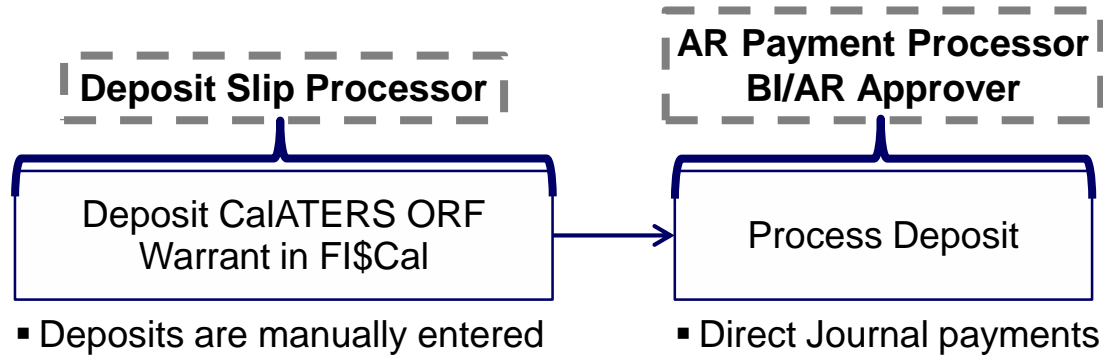
--- Franchise Tax Board-Fiscal Acc  
FT00\*\*\* [REDACTED]  
--- P.O. Box 2800  
Sacramento CA 95812

DOLLARS CENTS  
\$\*\*\* [REDACTED]

*John Chiang*  
JOHN CHIANG  
CALIFORNIA STATE CONTROLLER

- Originates from CalATERS Expense Claims – Daily Sum of Travel Advance Recovery per BU
- Require manual deposit to department ORF balance
- CalATERS Global Report G32 – CalATERS Global to ORF Reconciliation report provides sum detail

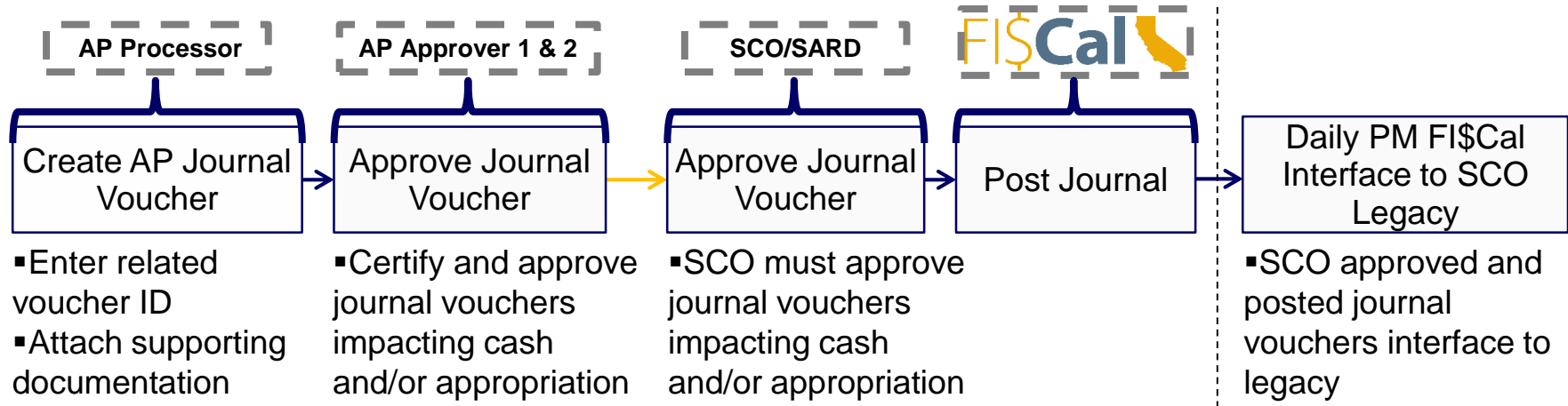
# Deposit CalATERS ORF Warrant



## Key Change Impacts

- Department ORF cash will increase when the CalATERS issued warrant is deposited in AR
- Job Aid FI\$Cal.393 – Handling of CalATERS ORF Replenishment Warrant will be updated in accordance with this release

# Reclassify CalATERS Expenditure Vouchers



## Key Change Impacts

- Restricted online edit access to non-appropriation COA values of CalATERS expenditure vouchers
- Reclassifications to COA's on CalATERS expenditure voucher require a journal voucher

# Payroll Accounts Receivables



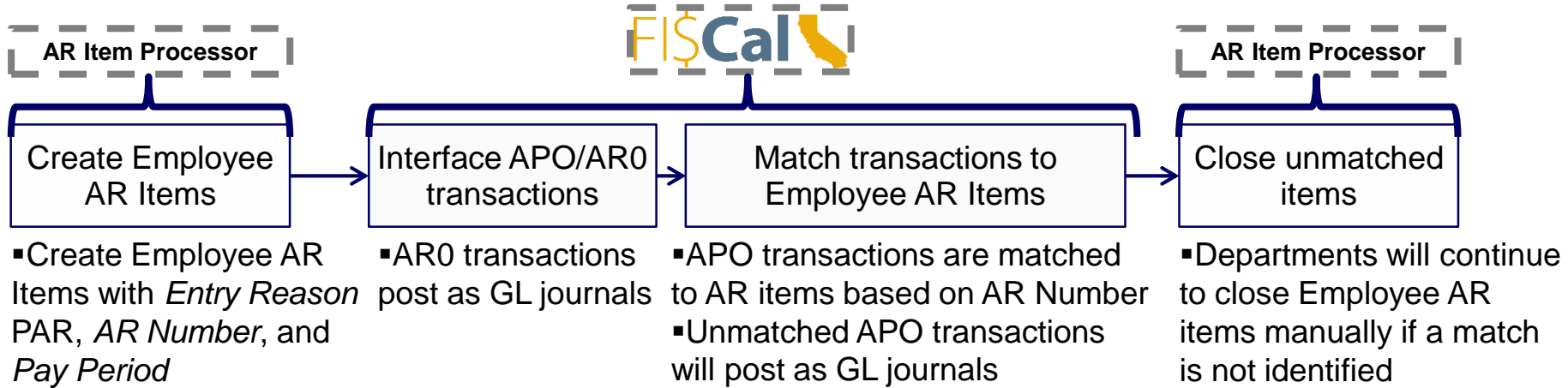
Payroll System Collections will interface automatically to FI\$Cal and post against the Employee AR



To ensure a correct match, departments will need to update\* open or create Payroll AR items with two required fields *BOL (\*AR Number)* and *Pay Period*

\*FI\$Cal will send TECH907 for departments to update their existing employee AR items before go live

# Matching Employee AR Items



## Key Change Impacts

- Filling out the new AR Number field will allow the FISCal to close AR items for you!
- Unmatched items, such as old PAR items without a AR Number, will need to be closed manually. The effort to complete TECH907 on time will avoid extra work later!
- Refer to Job Aid [Fiscal.208 – Setting Up a Payroll AR from Half Sheet](#) for more information

# New Required Fields: AR Number

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Pending Items ▾ > Online Items ▾ > Group Entry

Group Control **Pending Item 1** Pending Item 2 Pending Item 3 Accounting Entries Group Action

Group Unit 0840 Group ID NEXT

**Pending Item Entry**

*Acctg Date	<input type="text"/>	*As Of Date	<input type="text"/>
*Item ID	<input type="text"/>	Line	<input type="text"/>
*Business Unit	<input type="text" value="0840"/>	*Customer	<input type="text"/>
SubCust1	<input type="text"/>	SubCust2	<input type="text"/>
Amount	<input type="text"/>	*Currency	<input type="text"/>
*Entry Type	<input type="text"/>	Reason	<input type="text"/>
Rate Type	<input type="text"/>	<input checked="" type="checkbox"/> Revalue Fig	
Exchange Rate	<input type="text"/>	Attachments (0)	

**Payment Terms**

Terms	<input type="text"/>	Due Date	<input type="text"/>	Due Days	<input type="text"/>
Disc Amt	<input type="text"/>	Disc Date	<input type="text"/>	Disc Days	<input type="text"/>
Disc Amt 1	<input type="text"/>	Disc Date 1	<input type="text"/>	<input type="checkbox"/> Always Allow Discount	

**Reference Information**

PO Ref	<input type="text"/>	PO Line	<input type="text"/>	<b>BOL</b>	<input type="text"/>
Order No	<input type="text"/>	Document	<input type="text"/>	Line Item	<input type="text"/>
Contract	<input type="text"/>	L/C ID	<input type="text"/>	Case No	<input type="text"/>
SP ID					

*BOL will be renamed to \*AR Number at go live.*

Departments will be required to enter the five digit AR Number provided on the Half Sheet

# New Required Fields: Pay Period

Navigation: Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Pending Items ▾ > Online Items ▾ > Group Entry

Group Control Pending Item 1 Pending Item 2 **Pending Item 3** Accounting Entries Group Action

Group Unit 0840 Group ID NEXT

**Pending Item Entry** Find | View All First 1 of 1 Last

Item ID Business Unit 0840 Amount 0.000 Customer SubCust1

**Consolidated Invoice**  
Unit  Invoice

**User Date**  
**Pay Period**   
Refund Request   
Sent to FTB 1   
Sent to FTB 2

**User Text**

1	<input type="text"/>	6	<input type="text"/>
2	<input type="text"/>	7	<input type="text"/>
3	<input type="text"/>	8	<input type="text"/>
4	<input type="text"/>	9	<input type="text"/>
5	<input type="text"/>	10	<input type="text"/>

3   
4   
5   
6   
7   
8

Save Notify Add Update/Display

Departments will be required to enter the Pay Period provided on the Half Sheet



# Offsets

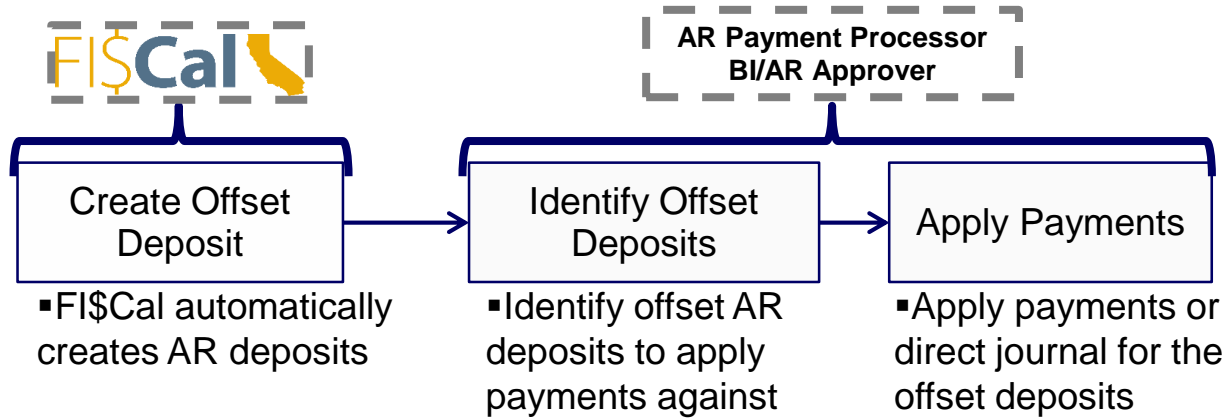


All Unclaimed Property, Lottery, and Personal Income Tax offset transactions handled by SCO via Treasury Trust Notice of Transfer (TC-46) will be created in FI\$Cal

Departments will see the deposits created for these offsets that affect their department CTS balances

Departments will need to remit/apply payments to their AR items related to these offsets

# Offsets



## Key Change Impacts

- Departments no longer need to create AR Deposits for the offsets reported by FTB
- FISCAL uses deposit type "O" for offset when creating offset deposits

# Identify Offset AR Deposits

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

Totals Payments

Unit 1111 Deposit ID 990000000000292 [Delete Deposit](#)

[View Audit Logs](#)

\*Accounting Date 01/23/2019 ⓘ

\*Bank Code STATE ⓘ State Bank

\*Bank Account 171 ⓘ 171

\*Deposit Type 0 ⓘ Offset

Bank Deposit Number 0000000292

Control Currency USD ⓘ

Format Currency USD ⓘ

Rate Type CRRNT

Exchange Rate 1.00000000 ⓘ

Location ⓘ

Notes UPD OFST DECEMBER 20

Control Totals		Control Data	
Control Total Amount	28.57	*Count	0
Entered Total Amount	0.00	Count	1
Difference Amount	28.57	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

\*Received 02/01/2019 ⓘ

\*Entered 02/01/2019 ⓘ

Posted

Assigned 40000060 ⓘ

User 40000060

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Totals | Payments

# CTS Bank Accounts Reconciliation



No change to reconciliation process,  
Bank Statements are now generated  
using FI\$Cal data. Additional  
transactions will now be visible on bank  
statements.

# Bank Statement

Favorites ▾

Main Menu ▾ > Banking ▾ > Bank Statements ▾ > Enter Bank Statements

Bank Balance Entry

Bank Transaction Entry

Bank ID 121113423

Account # 158

Statement ID 12001

Statement Date 02/08/2019 31

Status Ready

Load Date/Time 02/11/2019 1:19:20PM



Creation Date 02/08/2019 31

File ID

1-11 of 11


View100

















Bank Transactions

Personalize | Find |  

Transaction Information

Recon Information

Addenda Information 

Statement Code ▾	Description	Reference	Bank Date	Transaction Amount ▾	Funds Availability	Value Date		
635 	AGY TRUST ADJ-DEC DEPOSIT	1158741369	02/07/2019 31	-147.00		02/07/2019 31		
635 	AGY TRUST ADJ-DEC DEPOSIT	1158741258	02/07/2019 31	-458.21		02/07/2019 31		
635 	AGY TRUST ADJ-DEC DEPOSIT	1158478962	02/07/2019 31	-771.32		02/07/2019 31		
262 	AGY TRUST ADJ-INC DEPOSIT	1158478965	02/07/2019 31	885.36		02/07/2019 31		

# Bank Statement Transactions

Record Type	Bank Statement Code	Description
1	475	CHECK PAID
2	495	OUTGOING MONEY TRANSFER
3	287	AGY TRUST CHK ADJ-INC CHRG
4	639	AGY TRUST CHK ADJ-DEC CHRG
5	288	ORF REPLENISHMENT
6	175	DEPOSIT
7	262	AGY TRUST ADJ-INC DEPOSIT
7	272	RETD ITEM ADJ-INC DEPOSIT
7	273	GENERAL LEDGER JE
7	269	IICP OFFSETS
8	635	AGY TRUST ADJ-DEC DEPOSIT
8	636	RETD ITEM ADJ-DEC DEPOSIT
8	637	GENERAL LEDGER JE
8	638	ORF REPLENISHMENT

# Next Steps



- Share *March Release Department Change Impact Workshop* materials with your department
- Complete:
  - **TECH907**: Complete Payroll AR Items Clean Up & Catch Up
- Prepare for:
  - **READ903**: Complete Change Discussions at Departments
  - **BUSN919-20**: Attend WebEx Town Halls

# TECH907: Complete Payroll AR Items Clean Up & Catch Up

- **Release Date:** Monday, February 18, 2019
- **Due Date:** Friday, March 8, 2019
- **Task Information:** To eliminate additional work post Go Live, departments must complete a clean up and catch up process for Payroll AR Items in FI\$Cal
- **Key Reminders:**
  - Be on the lookout for TECH907 for all of the details on how to complete the task




# READ903: Complete Change Discussions at Departments (M3R3)

- **Target Release Date:** Monday, March 4, 2019
- **Due Date:** Friday, March 22, 2019
- **Task Information:** Coordinate the conduct of change conversations at the department between department managers, supervisors, and impacted end users of FI\$Cal
- **Key Reminders:**
  - Engaging with end users to communicate changes generates understanding of the latest updates to FI\$Cal

# Upcoming Town Halls

2/25 – 3/1	3/4 – 3/8	3/11 – 3/15	3/18 – 3/22	3/25 – 3/29
WebEx Town Hall		WebEx Town Hall		



Go Live!

## Pre Go Live

1. February 27, 2018 from 1:30pm – 3:30pm
2. March 13, 2018 from 1:30pm – 3:30pm



One state. One system.

Questions and Answers  
FI\$Cal Project Information:  
<http://www.fiscal.ca.gov/>

Or e-mail the FI\$Cal Project Team at:  
[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)

